

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Subject: Notice of Postponed Payment

Dear [Vendor's Name],

We hope this message finds you well. We are writing to inform you that due to unforeseen circumstances, we have to postpone the payment originally scheduled for [Original Payment Date].

We value our partnership with you and are committed to resolving this matter promptly. We anticipate that the payment will be made by [New Payment Date]. We appreciate your understanding and patience during this time.

If you have any questions or require further information, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Your Phone Number]